



Developing an Effective Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING BETWEEN

**Name of LEAD AGENT
and the**

(Name of Organization)

Preamble

In response to the deep need of students and families in NAME OF COMMUNITY/CITY, concerned parents, school districts, community based organizations, and governmental entities have coalesced to form the REALLY GREAT COLLABORATIVE (RG). RG builds sustainable after school programs that are grounded in sound youth development principles. As part of its mandate, RG has developed a framework for an innovative initiative that simultaneously links after school programming to the standards-based education delivered during the school day by participating school districts, to an integrated educational enrichment program, and to the needs of local families for a high-quality family literacy program.

Members of RG determine the mission, vision, goals and policies of RG's after school programs. RG monitors program effectiveness, builds program sustainability, and represents the agencies and schools it serves. RG's initial goals are directly aligned with the state of California's 21st Century Community Learning Centers Program: establish community education centers at participating schools, grounded in sound youth development principles, providing academic enrichment and a range of cultural, developmental, recreational, and family literacy opportunities for students and their families.

RG has asked the REALLY GREAT LEAD AGENT (RGLA) to be the lead agent for the 21st Century Community Learning Center Program and execute Memoranda of Understanding on its behalf with participating partner agencies. In executing these responsibilities, RGLA will report directly to an Executive Committee of RG to be composed of (INSERT MEMBERS OF EXECUTIVE COMMITTEE IF APPROPRIATE). The Executive Committee will provide guidance to RGLA relative to key financial issues and programmatic issues affecting program performance. Specifically, the Executive Committee will meet at minimum on a monthly basis and will provide direction on any proposed budget modifications and personnel decisions.

Understandings and Commitments

The RGLA and **(Name of District/CBO/Organization)** enter into this Memorandum of Understanding (MOU) for the purpose of implementing the 21st Century Community Learning Center program at (Name of School/s) located in the () School District.

This MOU establishes the framework for a formal working relationship between the parties to this agreement and specifies the services and resources that each commits to this program.

The RGLA will be the fiscal and lead agent for RG partnership activities and take a primary role in developing the financial resources and sustainability systems for the 21ST CCLC programs as well as ensuring the overall success of these activities program. The primary responsibilities of each party to this MOU are highlighted below:



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Responsibilities of the REALLY GREAT LEAD AGENT

- Provide overall programmatic leadership for the development of the After School programs described in the 2007 21st Century Community Learning Center proposal submitted to the California Department of Education (CDE);
- Develop communication systems linking all program sites and participating organizations;
- Implement systems and procedures to comply with 21st CCLC grant requirements including reporting and evaluation;
- Convene and staff monthly meetings of RG Executive Committee and bring key financial and programmatic issues to the committee for consideration; and
- Other?

Responsibilities of the (Name of organization/CBO/District)

(Name of District/CBO/Organization) is committed to the successful functioning of the RG 21st CCLC program and to the realization of the outcomes it seeks. (Name of District/CBO/Organization) specific commitments of financial, personnel and/or in-kind resources include the following (**EXAMPLES**):

- (Name of District/CBO/Organization) will actively participate in RG activities and will have representation at all RG program meetings. (insert executive committee if relevant);
- (Name of District/CBO/Organization) will supervise all of its staff and consultant positions in the RG program guaranteeing close coordination with RG staff and activities;
- (Name of District/CBO/Organization) will participate in program evaluation processes as required by the California Department of Education and RG by maintaining records on activities and services and engaging in data collection as required;
- (Name of District/CBO/Organization) will provide staff to assist with the implementation of the (NAME OF PROGRAM) program with an estimated value of \$_____ per year;
- (Name of District/CBO/Organization) will provide other goods and services (enumerate) for the RG program with an estimated value of \$_____ per year;
- (Name of District/CBO/Organization) will provide annual financial contributions to the 21st CCLC program in the amount of \$__;
- Other --- Specific responsibilities
- For districts: Link RG program to the school's regular day program and the academic and social goals being promulgated by the (name of district).

Terms of Agreement:

The terms of this MOU shall be from (month) 1, 200X to June 30, 20XX and may be extended by written agreement of both parties. Either party, upon 30 day written notice to the other party, may terminate this agreement.

Agreed:

Name, Title
RGLA

Date

Name, Title
(Name of District/CBO/Organization)

Date